

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Compare Knowledge
 Compare Skills
 Compare Abilities
 Compare Detailed Work Activities
 Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 73

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	16.7	11.5	<<	Extensive education and/or training may be required
Administration and Management	8.4	14.6	8.8	<<	Extensive education and/or training may be required
Clerical	7.3	12.7	21.6	>>	Current knowledge level is likely more than sufficient
Personnel and Human Resources	5.6	10.6	6.4	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	9.0	4.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 88

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	14.6	13.6	0	Current skill level may be sufficient
Monitoring	9.9	13.6	9.9	<<	Extensive development of skills in this area may be required
Coordination	9.1	13.3	10.3	<<	Extensive development of skills in this area may be required
Social Perceptiveness	9.1	13.3	9.6	<<	Extensive development of skills in this area may be required
Time Management	8.9	12.5	10.6	<	A higher skill level may be required

Management of Personnel Resources	6.9	12.3	6.2	<<	Extensive development of skills in this area may be required
Negotiation	6.8	11.9	7.1	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	11.4	6.6	<<	Extensive development of skills in this area may be required
Persuasion	7.4	11.1	7.6	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.4	2.3	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	6.2	3.1	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	15.1	13.5	<	Some improvement in abilities may be required
Speech Clarity	10.2	13.4	11.5	<	Some improvement in abilities may be required
Speech Recognition	9.9	12.5	12.8	0	Current ability level may be sufficient
Originality	7.6	10.7	6.7	<<	Extensive improvement in abilities may be required
Fluency of Ideas	7.6	10.0	8.1	<	Some improvement in abilities may be required
Memorization	5.6	7.2	7.5	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 87
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)		
Work Activities	Exclusivity of Activity	
Analyze organizational operating practices or procedures	70	
Answer customer or public inquiries	41	
Coordinate staff or activities in clerical support setting	84	
Develop policies, procedures, methods, or standards	21	
Explain rules, policies or regulations	48	
Maintain records, reports, or files	5	

Plan meetings or conferences	77
Plan or organize work	51
Prepare reports	8
Recommend improvements to work methods or procedures	64
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80
Select software for clerical activities	85

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 85

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.